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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: 5 March 1955

FROM : Chief, Finance Division

SUBJECT: Advances to Employees

25X1A

1. Attached is a Comparison of Outstanding Advances with Employees as at 16 April 1954 and 8 February 1955, which indicates a net decrease of 605 accounts representing a net decrease of [REDACTED] over the last 10 months. It is believed that the marked improvement is the direct result of the accounting controls and vigilant follow up practices put into effect in recent months. With advances now being controlled on an individual advance basis within each employee's account, the establishment of realistic due dates for settlement purposes and strict collection procedures whereby new requests for advances are not honored unless settlement arrangements are effected for delinquent advances, it is expected that additional improvements will be indicated both with respect to total dollars outstanding, as well as the number of advances and accounts.

2. A similar report will be submitted to you as of the close of business for June 1955.

25X1A

Attachment (1)

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|---------------------------------------|--------------------------|
| Document No.                          | 60                       |
| No Change in Class.                   | <input type="checkbox"/> |
| <input type="checkbox"/> Declassified |                          |
| Class. Changed To:                    | TS S (C)                 |
| Auth:                                 | TS 2                     |
| Date:                                 | 05 OCT 1978              |
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